

Performance Enhancement Rating Form

Monthly Update

Recovery Coach Name (RC):	
Date:	
Supervisor's Name :	
Observation Schedule	(Jan.) (Feb.) (March) (April) (May) (June) (July) (August) (Sept.) (Oct.) (Nov.) (Dec.)

Competency Categories	*Rating (1-3) 1: Basic Knowledge 2: Competent Knowledge 3: Proficient Knowledge	
1. Advocacy	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	Area of Improvement needed:
2. Mentorship	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	Area of Improvement needed:
3. Recovery/Wellness	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	Area of Improvement needed:
4. Ethical Considerations	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	Area of Improvement needed:

Basic Knowledge

RC has an understanding of basic techniques and concepts of competency. RC is expected to need assistance when performing this skill.

- Focus is on developing through on-the-job experience;
- RC understands and can discuss terminology, concepts, principles, and issues related to this competency;
- RC utilizes the full range of reference and resource materials in this competency

Competent Knowledge

RC is able to successfully complete tasks in this competency as requested. Help from a supervisor may be required from time to time, but RC can usually perform the skill independently.

- Focus is on applying and enhancing knowledge or skill;
- RC has applied this competency to situations occasionally while needing minimal guidance to perform successfully;
- RC understands and can discuss the application and implications of changes to processes, policies, and procedures in this area.

Proficient Knowledge

RC can perform the actions associated with this skill without assistance. RC is recognized within the organization as "a person to ask" when difficult questions arise regarding this skill.

- Focus is on broad organizational/professional issues;
- RC has consistently provided practical/relevant ideas and perspectives on process or practice improvements which may easily be implemented;
- RC is capable of coaching others in the application of this competency by translating complex nuances relating to this competency into easy to understand terms;
- RC participates in senior level discussions regarding this competency;
- RC assists in the development of reference and resource materials in this competency.